

D R A F T - 19 January 1956

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NOTICE

PERSONNEL

THE CIA CAREER COUNCIL AND THE CAREER SERVICES
ASSIGNMENT OF CAREER SERVICE DESIGNATIONS TO TABLE OF ORGANIZATION POSITIONS

1. General

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The CIA Career Council and Career Services, as revised effective 15 December 1955, provides that Deputy Directors will designate positions on their Tables of Organization according to the function and organizational relationship of ^{the} position to a Service, Board or Panel. This Notice outlines procedures and responsibilities for the initial designation of positions.

2. Designation of Positions by Service, Board or Panel

The primary purpose of the Service and Board or Panel designations shown 25X1A to in Attachment A of [REDACTED] is/identify each staff employee and staff

Agent with the career service to which assigned. To initially identify positions according to the function and organizational relationship of the position to a Service, Board or Panel, Deputy Directors will use both the Service and Board or Panel designations as listed in [REDACTED]. In those cases where the position clearly does not correspond to both a Service and Board or Panel designation, the Service designation alone may be used. In either event, upon submission of Tables of Organization or other documentary data showing designations of positions, Deputy Directors will attach thereto definitions of the Service, and Board or Panel designations used in designating their positions.

Use of designations to identify positions according to a Service, Board or Panel other than shown in [REDACTED] is not authorized. Procedure for authorizing new position designation is through amendment of [REDACTED]

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3. Procedures

a. Assignment of initial Position Designations to T/O Positions.

- (1) The Director of Personnel will furnish Deputy Directors and Operating Officials* with a current copy of their Tables of Organization.
- (2) Deputy Directors and Operating Officials under their jurisdiction will review the positions on their T/O's and record the appropriate position designation using only designations indicated in Attachment A 25X1A of [REDACTED]
- (3) Deputy Directors and Operating Officials will coordinate their T/O's with Heads of Career Services to ensure appropriateness of the identification with the Service and Board or Panel to which each position has been designated.
- (4) Within 90 days after receipt of T/O's, Deputy Directors and Operating Officials will forward the completed T/O's showing position designations to the Director of Personnel who will maintain official records of designations assigned to positions.

b. Changing of Position Designations of T/O Positions.

Action to change a designation may be desirable due to functional changes in the job, changes in organizational responsibility or by agreement between appropriate officials concerned. When the designation of a position has been changed, Deputy Directors will notify the Director of Personnel.

*Operating Officials include: Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans); Assistant Directors under the jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, the General Counsel and Directors of Offices under the jurisdiction of the Deputy Director (Support).

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4. Responsibilities;

- a. Deputy Directors, and Heads of Career Services, Boards and Panels under their jurisdiction, are responsible for the continuous review of the designations used to identify positions with a Service and Board or Panel to ensure they are proper in terms of the functional and organizational relationship of the position to the Service and Board or Panel.
- b. The Director of Personnel is responsible for:
 - (1) Furnishing staff assistance to Deputy Directors and Heads of Career Services and Boards and Panels under their supervision in designating positions by Service and Board or Panel, and,
 - (2) Authenticating and officially recording Service and Board or Panel designations assigned to positions.